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Add WordPress Admin User with phpMyAdmin

Last updated on April 26th, 2022

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You can create a new WordPress admin user directly from the database. Use this method if you need to add a new user to the site without having to sign in to the WordPress dashboard.

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Add WordPress Admin

- 1) Open the [User Portal](#)
- 2) Select the **Environment** name to edit
- 3) Click **phpMyAdmin** at the top





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The screenshot shows the WPengine environment stats dashboard. On the left, there are two main sections: 'Sites' and 'Users'. Under 'Sites', there are sub-options for 'Overview', 'Domains', 'CDN', and 'Redirect rules'. Under 'Users', there is a dropdown menu. On the right, the 'Environment stats' section displays the domain 'testing9284656.wpengine.com' and a 'CNAME' field with the same value. There are also 'Download Usage CSV' and 'Delete environment' buttons.

4) Select your database

wp_environment — Primary database for this environment

5) Select the **wp_users** table

If you have a custom **database prefix** this will instead be **yourprefix_users**. Be sure to take this into account in later steps as well.

The screenshot shows the phpMyAdmin interface with the database structure for 'wp_environment'. The tree view shows various tables under the 'wp_' prefix, including 'wp_commentmeta', 'wp_comments', 'wp_links', 'wp_options', 'wp_postmeta', 'wp_posts', 'wp_termmeta', 'wp_terms', 'wp_term_relationships', 'wp_term_taxonomy', 'wp_usermeta', and 'wp_users'. The 'wp_users' table is highlighted with a red box at the bottom of the list.

6) Click **Insert** at the top

7) Fill out the required new user data

ID — Enter any available ID number. You'll need to know this ID number later!

user_login — The username for this user.

user_pass — The raw password the user will login with.





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user_nicename — The author slug or name (EX: your-name).

user_email — The email address associated with this user.

user_status — Set this to 0

display_name — The display name for the user (EX: Your Name)

Column	Type	Function	Null	Value
ID	bigint(20) unsigned		Null	123
user_login	varchar(60)		Null	mynewuser
user_pass	varchar	MD5	Null	SomeStr0ngPa\$\$word!
user_nicename	varchar(50)		Null	my-user
user_email	varchar(100)		Null	myemail@wpengine.com
user_url	varchar(100)		Null	
user_registered	datetime		Null	0000-00-00 00:00:00
user_activation_key	varchar(255)		Null	
user_status	int(11)		Null	0
display_name	varchar(250)		Null	My User

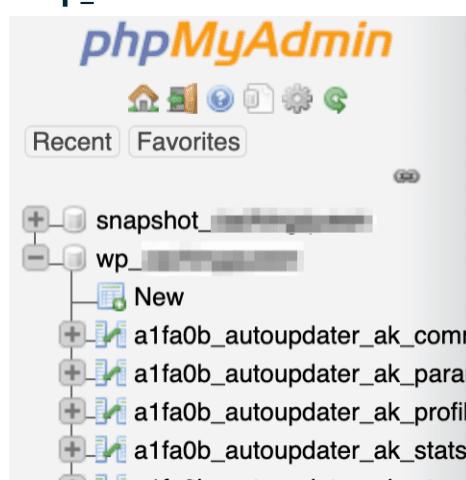
8) Click **Go** at the bottom

9) Click **Go** again on the query page

You should get a green check mark and success banner.

If you get a red error at the bottom the user has not been inserted. Follow the error message to correct the issue until you are successful.

10) On the left hand menu click **wp_usermeta**





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wp_options
wp_postmeta
wp_posts
wp_termmeta
wp_terms
wp_term_relationships
wp_term_taxonomy
wp_usermeta
wp_users

- 11) Click **Insert** at the top
- 12) Fill out the following required fields for user capabilities:

user_id — Same ID from Step 8

meta_key — `wp_capabilities`

meta_value — `a:1:{s:13:"administrator";b:1;}`

- 13) Click **Go** at the bottom

Column	Type	Function	Null	Value
umeta_id	bigint(20) unsigned			
user_id	bigint(20) unsigned			123
meta_key	varchar(255)			wp_capabilities
meta_value	longtext			a:1:{s:13:"administrator";b:1;}

- 14) Click **Go** again on the query

You should get a green check mark and success banner.

If you get a red error at the bottom the user has not been inserted. Follow the message to correct the issue until you get a success.





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meta_value - 10

16) Click **Go** at the bottom

Column	Type	Function	Null	Value
umeta_id	bigint(20) unsigned			
user_id	bigint(20) unsigned			123
meta_key	varchar(255)			wp_user_level
meta_value	longtext			10

You should now be able to access the site with your new admin user. If you have issues recheck that each step is done exactly as described.

If you have a custom database prefix, ensure you've done each step in the respective custom prefix table name.

Additional Notes

If your newly created user is unable to use the visual editor within WordPress after creation, ensure the visual editor is not disabled. This can be set in two ways:

From the admin dashboard:





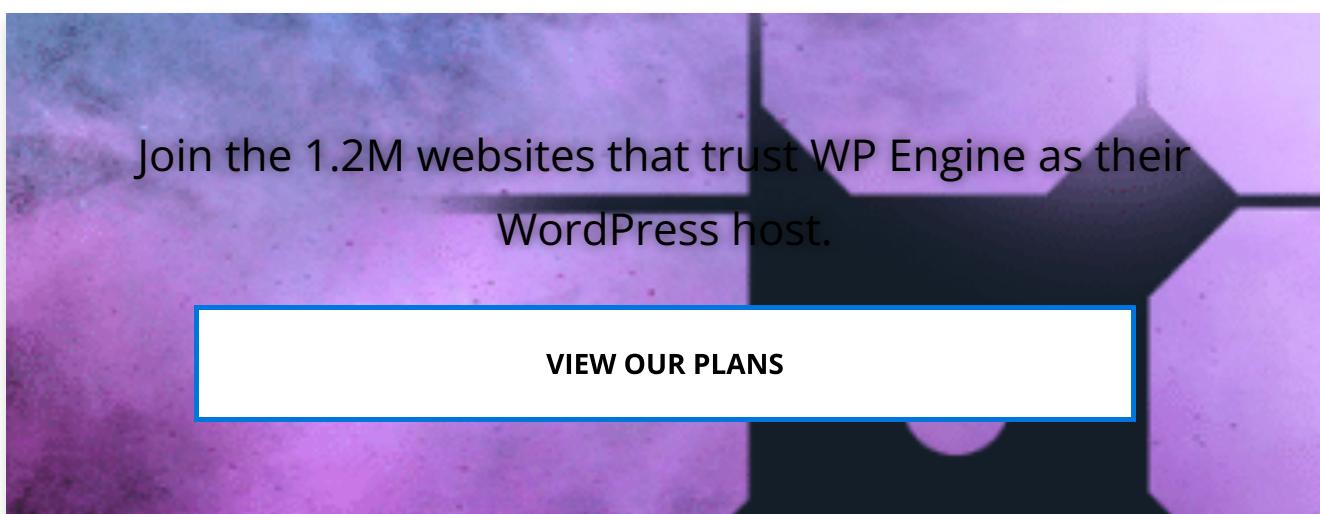
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- 4) Ensure **Disable the visual editor** when writing is not checked

Or, from the database:

- 1) Open the *usermeta* database table
- 2) Click **Insert**
 - 1) **user_id** – Same ID from step 8 previously
 - 2) **rich_editing** – `true`
- 3) Click **Go**

NEXT STEP: [Read about User Portal Roles](#)



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